



Department of Career and Technical Education
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Coordinated Plans of Study

Business and Office Technology

Business Management & Administration Cluster <i>Administrative & Information Support Pathway</i>			Business Management & Administration Cluster <i>Management Pathway</i>			Business Management & Administration Cluster <i>Business Financial Management & Accounting Pathway</i>			Finance Cluster <i>Business Finance Pathway</i>		
Course Code	Description	No. of Cr	Course Code	Description	No. of Cr	Course Code	Description	No. of Cr	Course Code	Description	No. of Cr
14024	Computer Applications	1/4 or 1/2	14230	Introduction to Business	1/2	14010	Accounting I	1/2	14010	Accounting I	1/2
14096	Word Processing	1/4 or 1/2	14111	Entrepreneurship	1/2	14011	Accounting II	1/2	14011	Accounting II	1/2
14025	Spreadsheets	1/4 or 1/2	14024	Computer Applications	1/4 or 1/2	14012	Accounting III	1/2	14012	Accounting III	1/2
14026	Database	1/4 or 1/2	14096	Word Processing	1/4 or 1/2	14013	Accounting IV	1/2	14013	Accounting IV	1/2
14029	Electronic Presentations	1/4 or 1/2	14025	Spreadsheets	1/4 or 1/2	14024	Computer Applications	1/4 or 1/2	14024	Computer Applications	1/4 or 1/2
14022	Web Design	1/4 or 1/2	14026	Database	1/4 or 1/2	14096	Word Processing	1/4 or 1/2	14096	Word Processing	1/4 or 1/2
14098	Desktop Publishing	1/4 or 1/2	14029	Electronic Presentations	1/4 or 1/2	14025	Spreadsheets	1/4 or 1/2	14025	Spreadsheets	1/4 or 1/2
14079	Business Technology & Procedures I	1/2	14010	Accounting I	1/2	14026	Database	1/4 or 1/2	14026	Database	1/4 or 1/2
14080	Business Technology & Procedures II	1/2	14011	Accounting II	1/2	14029	Electronic Presentations	1/4 or 1/2	14029	Electronic Presentations	1/4 or 1/2
14010	Accounting I	1/2	14012	Accounting III	1/2	14230	Introduction to Business	1/2	14230	Introduction to Business	1/2
14011	Accounting II	1/2	14013	Accounting IV	1/2	14111	Entrepreneurship	1/2	14111	Entrepreneurship	1/2
14090	Personal & Business Law	1/2	14090	Personal & Business Law	1/2	14090	Personal & Business Law	1/2	14090	Personal & Business Law	1/2
14095	Consumer Education	1/2	14095	Consumer Education	1/2	14095	Consumer Education	1/2	14095	Consumer Education	1/2
14230	Introduction to Business	1/2	14999	Cooperative Work Experience	1/2 to 2	14999	Cooperative Work Experience	1/2 to 2	14999	Cooperative Work Experience	1/2 to 2
14999	Cooperative Work Experience	1/2 to 2									
Must take at least 2 credits			Must take at least 2 credits			Must take at least 2 credits			Must take at least 2 credits		